Auburn University Job Description

Job Title: Exec Dir, Clinical Health Svcs
Job Code: EH20
FLSA status: Exempt

Job Summary
Provides strategic, professional, and clinical leadership and supervision for Pharmacy Health Services' (PHS) interprofessional team of healthcare providers.

Essential Functions

1. Provides direct supervision of all healthcare providers that work within PHS, including pharmacists, post-doctoral pharmacy residents, physicians, post-doctoral medical residents, nurse-practitioners, nurses, dieticians, medical assistants, and all healthcare students.

2. Serves as senior project manager on all clinical and research projects conducted within PHS clinical services division. Develops project management plans and timelines, ensures projects are prepared and reported correctly.

3. Expands clinical services offered through the PHS clinical division by evaluating objective data, including medical claims data, pharmacy claims data, clinic productivity statistics, patient demographics, etc. and identifies clinical health services to benefit populations served by PHS clinic.

4. Supervises all operations personnel and ensures that the PHS clinical services are fiscally sound by ensuring that all medical and pharmacy billing in the clinics are being conducted correctly. Continuously monitors financial records, and identifies opportunities for new business, expansion, contracts, and grants in order to increase revenue.

5. Conducts analysis of clinical, economic, and humanistic outcomes (as appropriate) for all clinical services provided within PHS.

6. Provides direct patient care for patients of PHS clinical health services, serves as a role model for all practitioners, residents and students who work within the clinical areas of PHS, develops clinical policies and procedures and sample documentation in order to improve consistency of documentation of care.

7. Markets PHS clinical services to stakeholders and consumers/patients by collaborating with experts in order to market the services to appropriate populations. Improves all aspects of communication within PHS department and outside constituents.

8. Serves as administrator in charge of PHS clinical services and represents PHS in administrative meetings with stakeholders. Negotiates changes and renewals of contracts, serves as primary contact for stakeholders.

9. Engages in continuing professional development by completing education programs and training. Completes all clinical training and certifications needed in order to comply with the regulations of current position, maintains licenses, certifications, and training certificates.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the
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Responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Education</td>
<td>PharmD</td>
<td>Doctor of Pharmacy</td>
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<tr>
<td>Experience (yrs.)</td>
<td>10</td>
<td>Experience in an interdisciplinary outpatient clinical environment. Senior management experience in healthcare setting, formal experience in pharmacoeconomics or outcomes research. * 1 year residency program is equivalent to 3 years of related experience.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of federal and Alabama state laws governing the practice of pharmacy, medicine, nursing, dietetics, and other allied health professional services applicable to PHS practice.

Certification or Licensure Requirements
Must have active Alabama State Board of Pharmacy License, controlled substance license, and preceptor certification.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 7/8/2016